



Contract 2966Q

**Supply and Delivery of RICHMOND RECREATION AND CULTURE GUIDE
PRINTED MATERIALS - WRAP AROUND COVERS AND 12-PAGE INSERTS**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

1. Three (3) copies of quotations, sealed and plainly marked on the envelope:

CONTRACT 2966Q - Supply and Delivery of Richmond Recreation and Culture Guide Printed Materials- Wrap Around Covers and 12-Page Inserts

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 3:00 pm, Local time:

Friday, November 24, 2006

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
 - (i) The lowest total cost of acquisition,
 - (ii) Experience of the bidder,
 - (iii) Bidder's references of performance on previous similar contracts,
 - (iv) The bidder's financial resources,
 - (v) Bidder's capability of supervision, staffing and use of subcontractors,
 - (vi) Bidder's ability to meet City specifications and performance criteria,
 - (vii) Any additional evaluation criteria stated in the contract document.
7. The City of Richmond estimates that this contract will be awarded within 3 – 4 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
8. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
9. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".

Instructions to Bidders (Cont'd)

10. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.

11. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Gillis
Buyer
Purchasing Section
City of Richmond

Telephone: 604-276-4097
E-mail: purchasing@richmond.ca

Technical

Christina Lazar-Schuler
Parks Design Technician
Parks Department
City of Richmond

Telephone: 604-244-1272
E-mail: CLazar-Schuler@richmond.ca

OR

Technical

Kim Somerville
Marketing Specialist
Parks, Recreation
and Cultural Services Division
City of Richmond

Telephone: 604-276-4062
Email: ksomerville@richmond.ca

12. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date / time set as the closing time for receiving Quotations.

13. Quotations shall be open for acceptance for 60 days following the submission closing date.

14. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.

15. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.

Instructions to Bidders (Cont'd)

16. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City's Purchasing Section to ensure that all available information has been received prior to submitting a bid.
17. The contract period will be for the duration of the three issues (Spring, Summer and Fall/Winter) with the option to extend contract for an additional three issues upon mutual agreement between supplier and City of Richmond.
18. The City, its agents and employees shall not be responsible for any information given by way of oral communication.

Quotation Form

Purchasing Section

City of Richmond

6911 No. 3 Road

Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
Richmond Recreation and Culture Guide	Spring 2007 Issue	25,000 Copies	\$_____	\$_____
Richmond Recreation and Culture Guide	Summer 2007 Issue	25,000 Copies	\$_____	\$_____
Richmond Recreation and Culture Guide	Fall/Winter 2007/2008 Issue	30,000 Copies	\$_____	\$_____

Subtotal \$_____

Provincial Sales Tax \$_____

Goods and Services Tax \$_____

TOTAL QUOTED AMOUNT \$_____

(carried forward to Quotation Form)

Optional Issues:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
Richmond Recreation and Culture Guide	Spring 2008 Issue	25,000 Copies	\$_____	\$_____
Richmond Recreation and Culture Guide	Summer 2008 Issue	25,000 Copies	\$_____	\$_____
Richmond Recreation and Culture Guide	Fall/Winter 2008/2009 Issue	30,000 Copies	\$_____	\$_____
Additional 1000's (expressed as Unit Price per 1000)	All Issues	-	\$_____	\$_____

Initials of Signing Officer

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

Specifications

Quantity:.....Spring 2007: 25,000 copies

.....Summer 2007: 25,000 copies

.....Fall/Winter 2007/2008 30,000 copies

Finishing: 18.25" wide by 12" high (final size will be 8 ½" x 11")

Bindery: Pressfolded to 9.125" wide by 12" high with lip and trim left on, and pressure
bundled.

Stock:.....Cover: 70 lb. Gloss Recycled.

.....Insert: 100 lb Text Weight Recycled.

Colours:.....Cover: 4 over 4 (4-colour process); please state linescreen specifications.

.....12-page insert: 2-colour process, black and 1 pantone.

Film:Please quote for producing 150 lpi film and colour keys for the Richmond
Recreation and Culture Guide cover and 12-page insert (two-sided, 12" high
x 18.25") from disk supplied, properly prepared for output including all
fonts, art, etc.

Preparation:.....Quotation to include colour key and delivery of covers and inserts to
Recreation and Culture Guide printer or binder.

Prices:.....Please quote net prices, and please note that this publication is PST exempt.
Also, please indicate terms of payment.

Additional:.....State costs to print additional thousands. Attach additional pages as
necessary.

Designer Specs:....If changes occur in your plant which affect design specifications, you must
notify us in writing 40 days prior to the printing deadline.

Deadline (Spring 2007)

.....JOB WILL BE READY TO PRINT TUESDAY, JANUARY 16, 2007.

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

General Conditions of the Contract

1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

General Conditions of the Contract (Cont'd)

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.

General Conditions of the Contract (Cont'd)

- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2966Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	

November 16, 2006
File: 02-0775-50-2966/Vol 01

Business & Financial Services Department
Telephone: 604-276-4219
Fax: 604-276-4222

Attention: All Those Who Have Received a Copy of Request for Quotations 2966Q and 2967Q - Printing Services for the Recreation and Culture Guide

Dear Sir/Madame:

Re: Request for Quotation 2966Q and 2967Q - Addendum 1

A) 2966Q – Wrap Covers and 12-page inserts – Now Available on the Internet:

As we have determined that there is enough marketplace interest in this part of the project, we have decided to post this opportunity on BC Bid (www.bcbid.ca) and the City's website for tenders and proposals (<http://www.richmond.ca/busdev/tenders.htm#Quotations>). As such, the deadline for this Request for Quotation is Thursday, November 30, 2006 at 4:00pm.

B) Questions and Answers:

The following is a list of questions that the City has received for these Request for Quotations. Answers are provided in blue italics.

1. I'm assuming that the wrap covers are NOT stapled with the 12-page insert? Is this correct.
The wrap covers are not stapled to the inserts. The 12-page insert will be bound in the middle of the guide which will be printed separately.
2. The "lip" required is only for bindery process, that the cover is not an OFF-CENTERED piece, Is this correct?
The cover is not an "off-centred" piece. The "lip" is for the bindery process.
3. Cover - is this 70lb gloss cover weight? do you know which type of paper you require? Insert - what type of paper (name of stock)?
The paper stocks must be as specified in the Request for Quotation documents. However, if you wish to see the stocks currently used, please pick up a copy of the current Recreation and Culture Guide. Copies of the Guides are available at our Information Counter on the Main Floor at Richmond City Hall. Feel free to pick them up between 8:15am - 5pm.

4. Do we deliver the wrap covers packaged separately from the inside pages? So we don't need to insert the 12 pages into the covers?
The wrap covers would be delivered at the same time as the inserts. The 12-pages do not need to be inserted into the covers.
5. Is there image printed on the lip of the cover? Or is the lip left ink-free?
The image would be printed on the lip of the cover.
6. May I have 2 copies of the Recreation and Cultural Service Guide? Where & when to pick up?
Copies of the Guides are available at our Information Counter on the Main Floor at Richmond City Hall. Feel free to pick them up between 8:15am - 5pm.
7. Would alternate sizes be considered to the size of the inside text. Due to web roll restrictions we would be looking at 8.5 x 10.75 instead of the 8.5 x 11"
The size of the content really should be as listed in the Specifications Section of the RFQ as our preferred size is the 8.5x11 because of significant changes we would like to implement into the design of the Guide itself. The smallest we could go to would be the 8.5x10.75 final trimmed size, but our preference is for 8.5" x 11".
8. Are the covers open for contract as well? We have both Sheet-fed and Web capabilities in the same plant.
The wrap covers and 12-page inserts are now open for bid to the marketplace. We have determined that there is enough marketplace interest to post this opportunity.
9. Trim Size. You've specified a Trim Size of 8-1/2" x 11". The current size of your Recreation and Culture Guide is 8" wide x 10" high, after trimming (8-1/2" x 10-3/4" before trimming). Can you advise if the current size is still acceptable, i.e. trimmed to 8" wide x 10" high
The preference is for 8.5x11 FINISHED size so that would make the size before trim 9x11.75"
10. Film. Most printers now go direct to plate; no film involved. The prepress cost, i.e. the cost to process your digital files, including page imposition, creep allowance, etc. is done digitally, and this cost would be a part of your printing cost. Also, there is no longer a blueline, as this proof was traditionally done by burning the film image on to proofing paper. The proofs submitted would be digital print-outs of the PDF files you supply, and this cost will also be included in your printing cost.
Digital output is fine and preferable to film. Proofs as digital prints are acceptable.
11. Are you planning on inserting (the gloss insert) into the Guide? i.e. would the Spring issue be 116 text pages on newsprint, plus a 12-page gloss insert, plus the 4-page wraparound cover? This would impact the bindery cost if the insert is to be stitched into the Guide.
Yes the gloss insert is to be stitched into the Guide.
12. (Would you consider) a finished size of approx. 8-1/2" x 10-1/2", (should) the printer provide you with the specifications they are capable of producing on their press? (Can you) specify whether there will be bleeds, which result in a larger trim allowance?
Our preferred size is the 8.5x11 because of significant changes we would like to implement into the design of the Guide itself. The smallest we could go to would be the 8.5x10.75 final trimmed size. There will be a small amount of bleeds required and please provide information on the specifications that your press is capable of producing (i.e., your press capacity).

If you have any questions, please contact the persons listed in the Request for Quotation Document. We look forward to hearing from you on or before Friday, November 24, 2006 (for contract 2967Q) and Thursday, November 30, 2006 (for Contract 2966Q)

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written over a horizontal line.

Kerry Lynne Gillis
Buyer

KG:kg

pc: Kim Somerville, Special Project Coordinator
Christina Lazar-Schuler, Parks Design Technician

November 23, 2006
File: 02-0775-50-2966/Vol 01

Business & Financial Services Department
Telephone: 604-276-4219
Fax: 604-276-4222

**Attention: All Those Who Have Received a Copy of Request for Quotations 2966Q and 2967Q -
Printing Services for the Recreation and Culture Guide**

Dear Sir/Madame:

Re: Request for Quotation 2966Q and 2967Q - Addendum 2

A) Questions and Answers:

The following is a list of questions that the City has received for these Request for Quotations. Answers are provided in blue italics. This is for your information and consideration only.

1. Can you please clarify what is expected in the Schedule of Quantities and Prices Section (p. 7 of the RFQ document)?.

For both Request for Quotations, please express your prices as follows:

- *Unit Price Column – Please list your price to produce the inner content pages, wrap covers & 12-page inserts per 1000 issues.*
- *Extension Column – Please multiply your Unit Price by the quantity (in 1000's) for each line items listed (e.g., your price to produce 25,000 copies = 25 x (your Unit Price to produce 1000 copies).*
- *Optional Issues – Please express your prices in this section as recommended above. For the “Additional 1000's” and “Additional Eight-Page Spread”, please express your price to produce the optional items per 1000 issues and attach additional information if you wish to demonstrate a price break.*

2. For Request for Quotation 2967Q – are there any special specifications for this feature?

The eight-page spread does not have any special specifications distinct from the rest of the inner content. We are seeking pricing information on an additional eight-page spread so that we know what the costs are if the Guide page count increases (for example in the double Fall/Winter issue).

3. Can you please advise on the Delivery Information?

The finished products must be delivered to the National Distribution Alliance in at 7662 Winston Street in Burnaby, BC.

If you have any questions, please contact the persons listed in the Request for Quotation Document. We look forward to hearing from you on or before Friday, November 24, 2006 (for contract 2967Q) and Thursday, November 30, 2006 (for Contract 2966Q)

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written over a light blue horizontal line.

Kerry Lynne Gillis
Buyer

KG:kg

pc: Kim Somerville, Special Project Coordinator
Christina Lazar-Schuler, Parks Design Technician

November 30, 2006
File: 02-0775-50-2966/Vol 01

Business & Financial Services Department
Telephone: 604-276-4219
Fax: 604-276-4222

**Attention: All Those Who Have Received a Copy of Request for Quotations 2966Q and 2967Q -
Printing Services for the Recreation and Culture Guide**

Dear Sir/Madame:

Re: Request for Quotation 2966Q and 2967Q - Addendum 3

A) For your information:

Contract 2967Q (Inner Content): Revised Bid Submission Deadline.

Please be advised that we will now be accepting bids for this Request for Quotation until 4:00pm, Thursday, November 30, 2006.

Contract 2966Q (Wrap Covers): Revised Delivery Information.

Please be advised that the completed wrap covers and 12-page inserts need to be delivered to the successful bidder for Contract 2967Q (Inner Content) so that the wrap covers and inner content can be bound and sent to the National Distribution Alliance. This information corrects and supersedes the information provided in Addendum 2, Question no. 3. The finished (and bound) guides must then be delivered by the successful bidder (for contract 2967Q) to the National Distribution Alliance in at 7662 Winston Street in Burnaby, BC.

If you have any questions, please contact the persons listed in the Request for Quotation Document. We look forward to hearing from you on or before Thursday, November 30, 2006.

Yours truly,



Kerry Lynne Gillis
Buyer

pc: Kim Somerville, Special Project Coordinator
Christina Lazar-Schuler, Parks Design Technician